

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0506***

**FLSA: Exempt**

**CLASSIFICATION TITLE: ASSISTANT CITY ENGINEER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform managerial work functions associated with assisting in directing operations of the Engineering division of the Public Works Department.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assists in directing operations of the Engineering Division, to include construction, design, acquisition of easements and rights-of-way, fund dispersal, and provision of engineering services to all city departments.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations; coordinates training activities.

Oversees department work activities; organizes and prioritizes department workload; approves engineering work orders; assigns projects; monitors status of construction and design in progress; inspects completed work.

Conducts site inspections of construction projects; visits sites of continuous complaints; evaluates sites of future projects.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; monitors work environment and use of precautionary safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, changes, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with supervisor, city management, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Communicates with other department personnel, consulting engineers, contractors, developers, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, give/receive advice/direction, or provide technical expertise.

Coordinates department work activities with those of other departments, contractors, consultants, outside agencies, or others as needed.

Assists in developing, updating, and implementing departmental policies and procedures.

Assists in developing and implementing long and short term goals for the department.

Assists in developing and implementing departmental operating budget; monitors expenditures for compliance with approved budget.

Reviews bridge inspection reports from the state; coordinates necessary repair work.

Designs bridges and other structures.

Reviews design plans for conformance with regulations and specifications; approves/changes plans as appropriate; reviews plans and specifications prepared by outside consultants.

Ensures procurement of appropriate permits.

Reviews and approves payments to contractors and consultants.

Coordinates issuance of temporary usage permits.

Attends meetings and serves on committees as needed; represents the city at state/federal meetings.

Defends the city as an expert witness in court cases.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Prepares or completes various forms, correspondence, reports, performance appraisals, closure/abandonment reports, construction reports, sketches, designs, and other documents.

Receives various forms, reports, work orders, accident/injury reports, budgetary reports, street cut permits, bridge inspection reports, leave requests, construction updates, project status reports, preliminary/final design plans, maps, blueprints, drawings, specifications, contracts, manuals, regulations, codes, ordinances, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, e-mail, or other software programs.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Serves as chair of accident investigation committee which investigates accidents involving city-owned vehicles.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Minimum Bachelor's degree in Civil Engineering with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes public works infrastructure management and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Professional Engineering License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, or temperature and noise extremes.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.